

## **Correctional Program Manager 2**

**JOB ANNOUNCEMENT: Correctional Program Manager 2**, Executive Service, Grade 027, Salary Range \$2,769 to \$4,431.

This position reports directly to the Director of Offender Development and Rehabilitation for the Tennessee Department of Correction and is responsible for the management of day-to-day statewide operation of inmate jobs, including but not limited to, pay rates, registers, assignments and dismissals. The incumbent will ensure that all jobs are titled correctly and used consistently throughout all institutions, select titles and pay rates for the jobs, approve requests for new positions at the institutions, and coordinate with other areas to set up classes and programs. The incumbent in this position is responsible for assisting in the direction of a correctional program of considerable difficulty and is expected to provide technical assistance to both the Central Office and institutional staff.

This position has responsibilities in the area of program design and implementation; training; coordination of public meetings, workshops and seminars; gathering and evaluating information to determine compliance with standards; providing monthly, quarterly, and annual reports regarding the progress in meeting TDOC's goals and objectives; and maintenance of files, reports, and records for daily operations, personnel, and administration as required by code, policy, and procedures.

### **Minimum Qualifications:**

- Preferred: A bachelor's degree from an accredited college or university
- Experience equivalent to five years of full-time professional, increasingly responsible correctional experience
- One year of experience in a correctional institution
- Effective communication, organizational, and training skills
- Strong presentation skills and critical analysis proficiencies

To Apply: Submit the following to: Kathryn.Gant@[tn.gov](mailto:Kathryn.Gant@tn.gov).

- Letter of application, with a complete resume reflecting education and specific positions held
- Include information relative to leadership roles

■ Include salary history and requirement

Closing: Applications will be accepted until Wednesday, December 13, 2017.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.